

FMMI Training Approach....Building Your Knowledge and Skills

The last FMMI News Flash edition outlined the FMMI roles targeted for Deployment 2 users. The focus of this edition is on the training and performance support available for FMMI users. The mission of FMMI Training and Performance Support is to provide USDA personnel with education, practice, and training related to the FMMI system. The training curriculum is designed to help FMMI users understand and perform new business processes brought on by the implementation of FMMI. The training approach includes the following primary learning delivery methods:

- ✓ **Self-study Web-based Training (WBT):** Self-paced training allows users the flexibility and convenience of taking courses in AgLearn, USDA's Learning Management System
- ✓ **Instructor-led Training (ILT):** Classroom-based training facilitated by an instructor which allows for interactive, hands-on learning

Additional performance support tools such as FMMI Online Help and the Training Environment allow users to practice using the new system and processes in a risk-free environment.

FMMI Change Discussions

To assist with understanding the sequence of training courses required for your FMMI role(s), the FMMI Change Discussion Guide provides detailed descriptions of each process area, roles, activities performed by each role, integration with other FMMI roles, and the FMMI training curriculum for each role. FMMI training is an enterprise-wide solution which is best supported by discussions between future FMMI users and the Deployment 2 Agency Implementation teams. These discussions are targeted to facilitate user participation during FMMI training initiatives.

FMMI Training Overview

FMMI training is delivered through a sequence of courses developed for each user's role(s). These courses use a multi-level, building-block approach to transition users from the high-level FMMI concepts to mastering specific role(s) activities within the FMMI system.

You will receive more information about your training requirements from your Agency Role/Training Lead. This will include a detailed communication on instructions for accessing or registering for your 200-400 Level training. Please do not take action prior to receiving the detailed communication.

FMMI Training Tools and Materials

You will have access to online training tools to support learning which includes FMMI Online Help. FMMI Online Help is a web-based tool available during training and after Go-Live that gives users online documentation, job aids, step-by-step procedures, etc. Resources available in FMMI Online Help include:

- ✓ **Simulations:** simulated SAP transactions that provide users a safe environment to practice and learn how to process transactions in FMMI. They also serve as great performance support materials for FMMI users.
- ✓ **Online Help Procedures (OLHPs):** step-by-step instructions for the user on how to complete specific transactions. The document contains screen shots, steps, and required fields that need to be entered in order to complete the transaction.
- ✓ **Job Aids:** simple "quick reference" tools that are training take-aways to help FMMI users perform their jobs once back in their home location.

* FMMI D2 Newsflash - #4 *

Financial Management Modernization Initiative



FMMI Training Curriculum

- ✓ **100 Level: Introduction to FMMI** – Provides an overview of the FMMI system and develops further awareness of the impact of FMMI at USDA.
 - Instructor-led training held in various locations July 19-29, 2010 for all D2 users; make up FMMI 101 available in AgLearn in August
- ✓ **200 Level: Process Overview** – Provides detailed information about key financial concepts and how each of the business processes impact individuals' role(s).
 - Web-based training deployed to user AgLearn Learning Plans the week of July 26, 2010 for all D2 users – required to complete before taking the 300 Level course(s)
- ✓ **300 Level: System Navigation** – Provides an overview and hands-on practice navigating the FMMI application.
 - Web-based training targeted to be deployed to user AgLearn Learning Plans the week of August 9, 2010 for all D2 users – required to complete before taking the 400 Level course(s)
- ✓ **400 Level: Role-Based** - Provides hands-on practice in the core functional areas (e.g., Accounts Receivable) with the activities that individuals will be responsible for in their new FMMI role(s).
 - Instructor-led training targeted to be deployed to user AgLearn Learning Plans the week of August 9, 2010 (RD, RMA, FNS, FSA) and October (AMS, APHIS, GIPSA) so that users can register for an offering. You will receive a schedule that outlines where and when each 400 Level course will be held along with guidance from your Agency Implementation team.

Continue to Learn about FMMI!

If you have any questions about FMMI training, please contact your Agency Role/Training Lead.